

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-27				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 2			Title of Work Assignment/SF Site Name Product Sustainability				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 5-7, E. 1; Pg. 10-11, E. 3; Pg. 12, E. 4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 11/21/2011 To 06/30/2012				
Comments: The purpose of this action is to initiate Work Assignment 2-27. This work assignment continues work not completed under Work Assignment 1-27.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 11/19/2009 To 11/18/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee: LOE:										
Cumulative Approved: Cost/Fee: LOE:										
Work Assignment Manager Name Lisa Comer <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-566-2206 FAX Number:			
Project Officer Name Cathy Turner <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Jami Rodgers <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:			

Work Assignment Statement of Work

Title: Support for Analysis and Coordination of Product Sustainability and Other Related Sustainability Efforts

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-27

Estimated Period of Performance: Date of issuance to June 30, 2012

Estimated Level of Effort: 110 Hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Lisa Comer
Office of Policy
Office of Strategic Environmental Management
U.S. EPA, 1200 Pennsylvania Ave., (1807-T)
Washington, D.C. 20460-0001
Tel. (202) 566-2206
Fax (202) 566-2220
Email: comer.lisa@epa.gov

Contract Level COR: Catherine Turner
OP (1805T)
202/566-0951
202/566-3001 (fax)

Background:

This revised SOW continues work already begun in 2011 under WA 1-27. The contractor shall not duplicate work that was previously performed. The contractor has completed the following work:

- Submitted a draft logic model and made revisions to it.
- Assisted EPA in launching the greener products website and provided post launch QAQC modifications.

- Delivered draft summary survey of tools for sustainable procurement.
- Updated EPA's greener products attributes and criteria.

This work assignment will help OSEM with a range of activities and services for EPA Product Sustainability efforts and other related sustainability activities across EPA (such as, in OSEM, ORCR, OCSPP and other EPA Offices). The work assignment will be used to (1) update and keep current the EPA Product Sustainability website and other EPA sustainability resources, (2) develop and distribute best practices, principles, technical reviews, and other related sustainability products and activities, specifically through reports, meetings, web-based materials and tools, and other types of communication; (3) help individuals involved with these efforts across EPA coordinate with each other within EPA, across other federal agencies, as well as with entities both private and public outside of EPA, and (4) help EPA begin to develop a process and means for evaluating how successful its efforts are.

Purpose:

EPA Product Sustainability and similar sustainability based approaches are one of many priority areas addressing environmental challenges and using pollution prevention techniques. EPA Product Sustainability efforts, such as EPEAT, Environmentally Preferable Purchasing, Design for the Environment, etc., rely on outreach, marketing, recruiting, partnerships, coalitions, eco-labeling, and other tools to help participants prevent pollution, cut waste, and reduce operation costs. EPA Product Sustainability efforts often serve as foundations for pollution prevention activities and a wide range of EPA efforts fall under this category. This work assignment allows us to provide various resources, tools and information for EPA product sustainability efforts and other sustainability related activities, with the aim of ensuring that these programs are achieving significant environmental results and meeting the demands of EO 13514 and other Agency priorities and directives. A crucial component in assessing the benefit of meeting goals, objectives, and sub-objectives is having measurable results.

Specifically, the contractor will be asked to assist EPA by performing the following tasks, among other things:

1. Research and analyze information in support of an Agency-level policy framework for product sustainability, including additional or revised profiles of leading programs and policies in the U.S. and internationally, technical reviews of standards/codes related to sustainable products, and other issues.
2. Research and analyze information in support of a new Executive Order 13514, Section 13 Workgroup on Product Labeling as well as related federal or other institutional buyer "green procurement" work. This includes research and analysis of

standards for product sustainability and how institutional purchasers may apply those standards.

3. Research and analyze information in support of assessing the feasibility and effectiveness of an independent, authoritative body to provide guidance to market actors on product sustainability.
4. Review methods of outreach communications on sector/life cycle sustainability issues for products, as well as other sustainability issues.
5. Support, facilitate, and undertake logistics for meetings on sector/life cycle sustainability issues for products, among other issues related to sustainability.
6. Support and facilitate the development of draft common measures for evaluation of the success and progress of the sustainable products work.

Quality Assurance (QA) Requirements

Check [] Yes or [X] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan - Completed

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical

approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2: Research and Analysis

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

This task is intended to provide technical review, information, and analysis on Product Sustainability and related sustainability activities. The Contractor shall provide information, advice, and expertise on Product Sustainability and other related sustainability activities, including how they relate to public health and environmental protection, and their impact on and relation to finance, economics and business. EPA at its discretion may take incomplete or partial work products and complete them “in-house.”

Specifically, under this task with direction from the WA COR, the contractor shall collect, categorize, review, analyze, and summarize academic and other writing relating to EPA Product Sustainability and other, related sustainability activities. Possible areas of research and analysis include the following list. EPA WA COR will provide direction on which are to be focused on first.

1. Research and analyze information in support of an Agency-level policy framework for product sustainability, including additional or revised profiles of leading programs and policies in the U.S. and internationally, technical reviews of standards/codes related to sustainable products, life cycle analysis, and other issues.
2. Research and analyze legal analysis of various laws, rules, regulations, executive orders and other legal documents as they relate to product sustainability. Research and analyze information in support of a new Executive Order 13514, Section 13 Workgroup on Product Labeling as well as related federal or other institutional buyer “green procurement” work. This includes research and analysis of standards for product sustainability and how institutional purchasers may apply those standards, and consideration of the Federal Acquisition Regulation (FAR) in support of federal purchasing of sustainable products. This includes supporting EPA in

developing green building materials/product proposals and actual credit language for the US Green Building Council's LEED Rating System.

3. Research and analyze information in support of assessing the feasibility and effectiveness of an independent, authoritative body to provide guidance to market actors on product sustainability.

4. Develop quantitative spreadsheet analyses of financial, economic, and environmental data relating to product sustainability.

Deliverables and schedule under Task 2:

2a: Draft initial products as described above (identified by WA COR) as requested by WA COR within 4 weeks of request.

2b. Revisions due within 1 week of WA COR comments.

2c. Copies of final product within two weeks of WA COR request.

Task 3: Outreach and Communications Materials

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support, p. 1-6 Communication]

In consultation with Contractor and key stakeholders, EPA will decide a common “look and feel” for all materials, aligning with materials used within the EPA’s Office of Policy. Unless otherwise specified, Contractor shall produce materials with this look and feel and submit them to the WA COR for review. This task may include working with stakeholders to determine what they need to be more effective.

Subtask 3.1- Outreach Materials

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support, p. 1-6 Communication]

The Contractor shall develop a variety of informational and creative materials for collective outreach on EPA Product Sustainability to be used by various audiences as directed by the WA COR. Specifically, EPA requests the contractor review methods of outreach communications on sector/life cycle sustainability issues for products, as well as other sustainability issues. The contractor shall develop and refine promotional materials for all categories of use in various formats, including hard copy (e.g., brochures, fact sheets); electronic (e.g. PowerPoint, web pages, downloadable files). Possible products include but are not limited to sample press

releases, brochures, fact sheets, cover letters, recognition certificates, signs, exhibits etc. for use by EPA Product Sustainability programs and individuals.

Deliverables for Task 3.1:

- 2a. Draft version of material within three weeks of WA COR request.
We anticipate approximately 2-3 outreach packages.
- 2b. Revisions based on WA COR comments due three business days after receipt of comments.

Subtask 3.2 - Internet and other Electronic Communications for Product Sustainability

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support, p. 1-7 web-development support]

As directed by the WA COR, the contractor shall work with EPA to help update and quality check the Product Sustainability website and presence. This will include our inter- and intra-net sites as well as other web based tools that may be helpful to EPA managers and staff (e.g. notification form, database entry form, etc). This work will likely include some interactive web 2.0 technologies and strategies including but not limited to semantic web, application programming interface development, mobile applications, web-enabled databases, wikis, blogs, social networks, and widgets in accordance with Agency policy.

Deliverables for Task 3.2:

- 2a. Plan/outline for updating web products within 1 month of WA.
- 2b. Continue refinement of website within 3 months of WA approval.

Task 4: Facilitation and Meeting Management

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support, p. 1-8 events]

The Contractor shall facilitate meetings between various managers and staff working on sustainability initiatives. The contractor shall also play a conflict resolution role to help address issues that may arise between different programs at the WA COR's request. EPA anticipates approximately 2-3 meetings.

At the WA COR request, the Contractor shall plan and organize meetings, events, and/or handle logistics for coordination of EPA sustainability initiatives. The task may include the following: drafting relevant agendas for the event, production of materials describing and promoting the event, distribution of such materials, answering questions about the event and such materials, securing venues, securing audio visual resources, identifying and recruiting speakers, preparing

speakers, producing or reproducing materials such as agendas for the event, providing name tags, scribing the events, facilitating the event sessions, recommending room configuration, organizing the logistics among speakers, venues and participants, etc. EPA anticipates the need for support for at least 1-2 events.

Task 4 Deliverables.

- 2a. Plan/outline potential meetings and major events schedule within 1 month of WA COR request, with input from WA COR. EPA anticipates approximately 2-3 meetings and at least 1-2 events.
- 2b. Revisions to plan based on WA COR and EPA feedback due back within 1 week of receipt of EPA comments.
- 2c. Ongoing contact and communication with WA COR, as needed and on a timely basis, for any specific meeting that is organized (e.g., preparing background materials/agenda sending invitations and organizing public involvement, facilitating and note-taking, etc.)

TASK 5: DOCUMENT REVIEW, DESIGN METHODOLOGY AND MEASURES, AND ANALYSIS SUPPORTING EVALUATION

[EP-W-10-1002 Performance Work Statement, Element III, Section 1, para(s) 1, pp.1-10-11]

The purpose of this task is to

- Help EPA reliably track the impact/outcomes in advancing EPA's mission of protecting public health and the environment and the progress of the green products work in achieving said results,
- Ensure that reliable data can be readily collected within the timing TBD and using the resource s available to the group working on green/sustainable products within EPA, and
- Help EPA create measures that are easily understood and widely accepted by both staff and management levels at EPA.

In order to do this, the WA COR is specifically requesting that the contractor undertake the following activities.

5-1 REVIEW DOCUMENTS. The WA COR will provide the contractor with essential documents to become familiar with the history, goals, and status of each program activity to be evaluated. In addition, the contractor will work with EPA to determine if any existing evaluations, studies or analyses related to the program have been conducted or are under development. The contractor shall complete a review (informal, not written) of these documents within seven (7) calendar days after receiving them and discuss the review with EPA.

5-2 PARTICIPATE IN A CONFERENCE. The contractor shall participate in a conference call (of approximately 1 and a half hours in length) with the WA COR and other Agency staff to clarify the purpose of the evaluation effort and to exchange ideas about the design of the assessment, the information to be collected, potential sources of information, appropriate ways to analyze and present the information, and other pertinent matters. The COR will contact the contractor and provide a time and date for the conference call. The contractor shall prepare any necessary documents prior to the call and send them to the WA COR for review no less than 48 hours before the conference.

5-3 ASSIST IN REVISING A DRAFT LOGIC MODEL. Since this green products effort is under development, a draft, preliminary, basic logic model was developed to illustrate a common understanding of a program's inputs, outputs and activities shall be drafted by the contractor. EPA will advise if other work underway at EPA can inform, support, or supplant this step. At the direction of the WA COR, the contractor shall update the draft preliminary, basic logic model using software (e.g., Microsoft Word, Power Point that can be manipulated/revised by EPA) within 7 calendar days of request by the COR.

5-4 DEVELOP AND REFINE EVALUATION QUESTIONS. The contractor shall participate via conference call with the WA COR and Agency staff to develop or refine evaluation questions that will be the subject of a future evaluation. A list of the draft questions shall be delivered 7 calendar days after request by WA COR. Final questions shall be due 7 calendar days after receipt of comments from the WA COR. For costing purposes, contractor shall assume 1-2 one-hour conference calls.

5-5 DEVELOP AND REFINE PERFORMANCE MEASURES. Using the logic model, evaluation questions and any supporting documents and information provided, the contractor shall meet with the WA COR and Agency staff via conference call to draft and refine performance measures to answer each evaluation question. Answering each evaluation question will require one or more measures. For each measure, the contractor, working with the evaluation group, should identify and clearly and concisely document (in a format easily communicated to the evaluation team and other stakeholders) primary and secondary data sources, data collection methods and strategies, the qualitative and quantitative tools and approaches for data analysis, and the details of data collection and data management. The contractor shall consult with the EPA group and other stakeholders to determine protocols for data management, access to data, and data formats to ensure appropriate and efficient sharing of information within the program and across program components, projects and stakeholders. Performance measures and all supporting information related to developing performance measures shall be delivered 7

calendar days after the final meeting to discuss the measures. Final measures shall be due 7 calendar days after receipt of comments from the EPA COR via TD. For the purpose of costing, the contractor shall assume 3 two-hour conference calls.

Task 5 deliverables:

5-1	Review documents	Discuss reviewed documents 7 calendar days after receipt of documents
5-2	Participate in conference	To be specified by the WA COR
5-3	Draft basic Logic Model	7 calendar days after request from WA COR
5-4	Draft Evaluation Questions	7 calendar days after final meeting with WA COR
	Final Evaluation Questions	7 calendar days after receipt of comments from WA COR
5-5	Develop Performance Measures	7 calendar days after meeting with WA COR
	Final Performance Measures	7 calendar days after receipt of comments from the WA COR

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

☐ Other ☐ Amendment Number

Contract Number

EP-W-10-002

Contract Period 11/19/2011 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Prevalent Sustainability

Contractor

ENVIRONMENTAL ECONOMICS, INC. (E-ETED)

Specify Section and paragraph of Contract SOW

Sec. 1-7, E.1; Pg. 14-17, R.1; Pg. 18, P.4

Expense



Work Assignment



Work Assignment Disposal



Work Assignment Approval



Contractor Approval



Work Plan Approval

Period of Performance

From 11/19/2011 to 11/18/2014

Comments

The purpose of this action under Work Assignment 2-17 is to approve the Contractor's cost estimate dated December 14, 2011, for 181.80 hours level of effort, (b)(4) in cost, (b)(4) in fee with a ceiling of \$26,600.



Sundried

Accounting and Appropriations Data



Non-Sundried

Notes

Max:



Note: To report additional accounting and appropriations data use EPA Form 1000-60A

Line	Off No. (Max 6)	Budget FY (Max 4)	Appropriation Code (Max 6)	Budget Org Code (Max 7)	Program Element (Max 10)	Project Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 5)	Distrib Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period

Start Fee \$26,600

Cost

11/19/2011 to 11/18/2014

The Action

\$26,600.00

Total

\$26,600.00

Work Plan / Cost Estimate Approvals

Contractor W/P Dated

12/28/2011

Cost Fee

\$26,600.00

LOS: W/P

Cumulative Approved

Cost Fee

\$26,600.00

OP: 11/19/11

Work Assignment Manager Name: Cynthia Turner

Branch/Mail Code

Phone Number 1-202-566-3952

(Signature)

(Date)

FAX Number

Project Officer Name: Cathy Turner

Branch/Mail Code

Phone Number 1-202-566-3951

(Signature)

(Date)

FAX Number

Other Agency Official Name

Branch/Mail Code

Phone Number

(Signature)

(Date)

FAX Number

Contracting Officer Name: Brian E. Smith

Branch/Mail Code

Phone Number 1-202-566-4121

(Signature)

(Date)

FAX Number

Work Assignment Form (WebForms 1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-27				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Product Sustainability				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg 5-7, E. 1; Pg. 10-11, E. 3; Pg.12, E.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 11/21/2011 To 11/18/2012					
Comments: The purpose of this action is to 1) Approve the no-cost increase dated 3/5/12 for 66 hours; and 2) Add 300 hours to complete Task 2. The Contractor shall support EPA in the review of the Interagency Report on Environ. Product Stds.and Ecolabels under EO 13514, Sec.13 Wkgoup and in completing the EPA green standards tracking and commenting tools on the EPA Standards Wiki. TOTAL LOE = 548 hours.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
11/19/2009 To 11/18/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Lisa Comer							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-566-2206			
							FAX Number:			
Project Officer Name Cheryl R. Brown							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0940			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Jami Rodgers							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-4781			
							FAX Number:			